



Create and submit a Remote Work Agreement

Remote Work was formerly known as Full-time telework.

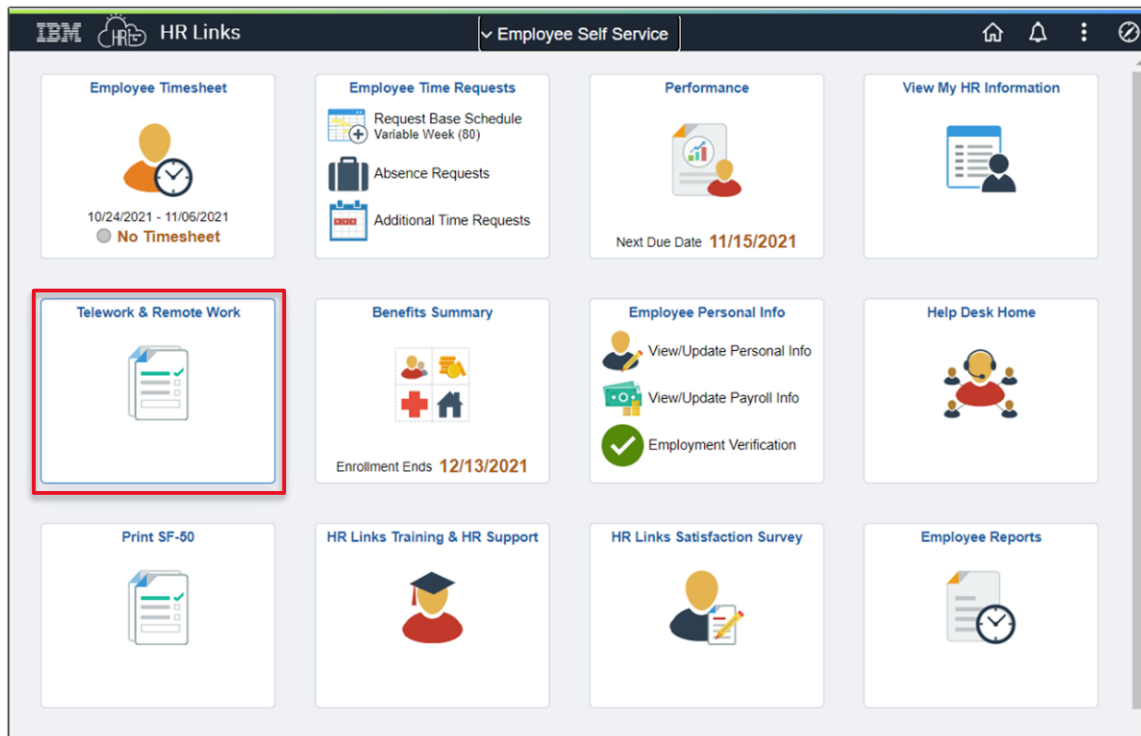
- Remote Work is telework scheduled and performed full-time by an employee who does **not** report to an agency worksite at least two times a pay period. A remote worker's **Official Worksite/Duty Station** is an alternative worksite, often the employee's residence.

Prior to creating a Remote Work Agreement, you must perform the following.

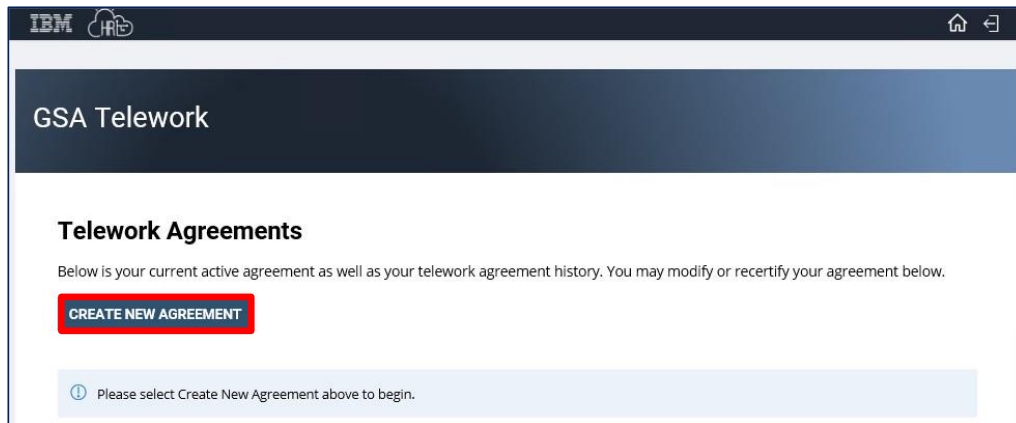
1. Discuss your telework eligibility and plan your work arrangement with your supervisor.
2. If you intend to relocate outside your locality pay area to work remote full-time, during the course of this form you will complete the additional *GSA Remote Work Arrangement Analysis Tool*.

Create and submit a Remote Work Agreement (Employee View)

1. On the Employee Self Service homepage, select the tile labeled **Telework & Remote Work**.



2. Select the **Create New Agreement** button to create a new telework agreement.



IBM HRLINKS

GSA Telework

Telework Agreements

Below is your current active agreement as well as your telework agreement history. You may modify or recertify your agreement below.

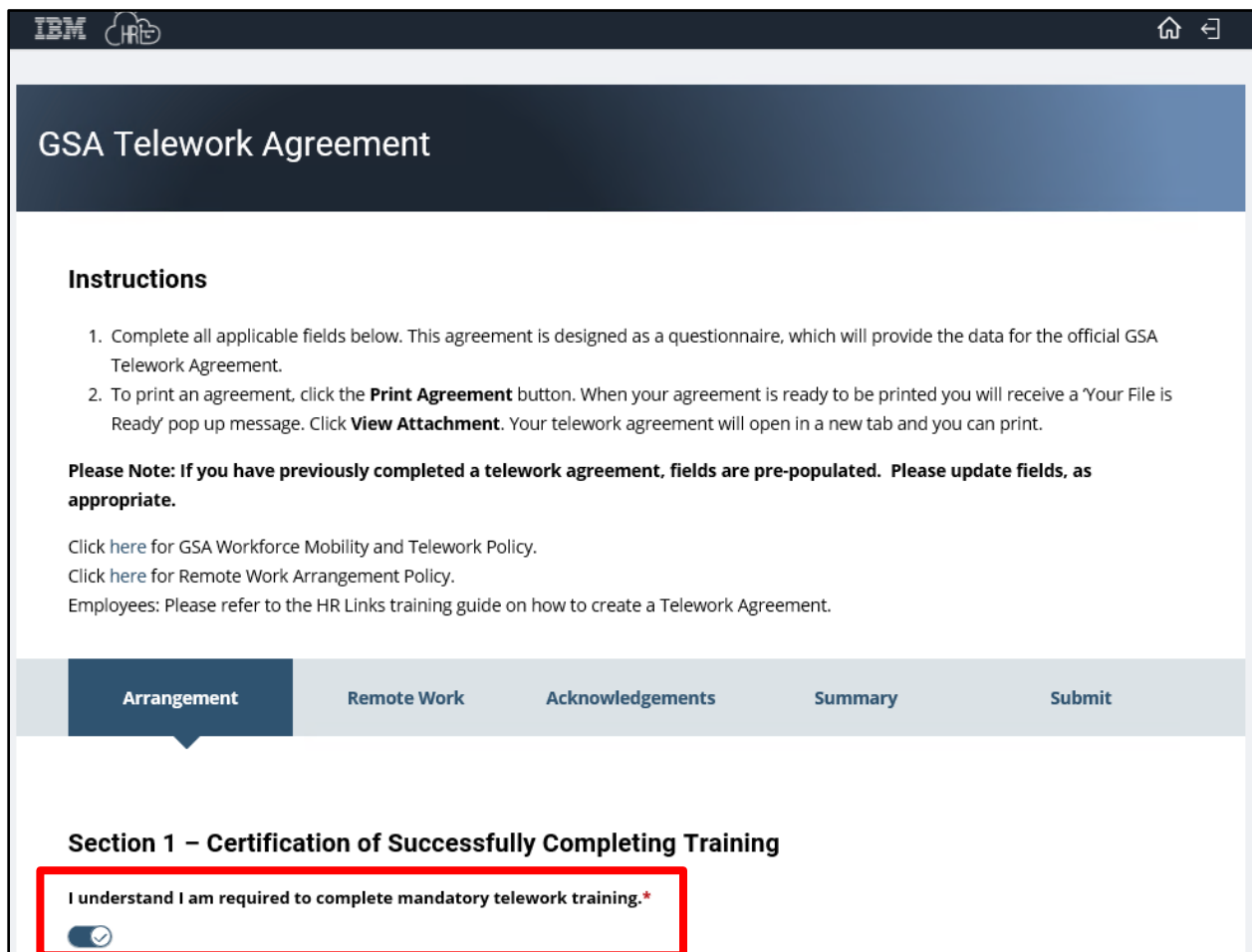
CREATE NEW AGREEMENT

Please select Create New Agreement above to begin.

3. The system will display the GSA Telework Agreement opened to the **Arrangement** tab

Section 1 – Certification of Successfully Completing Training

4. All employees will be required to complete mandatory telework training provided through Online University (OLU). Under the **Arrangement** tab, select the toggle button to display a checkmark indicating you understand you're required to complete telework training.



IBM HRLINKS

GSA Telework Agreement

Instructions

1. Complete all applicable fields below. This agreement is designed as a questionnaire, which will provide the data for the official GSA Telework Agreement.
2. To print an agreement, click the **Print Agreement** button. When your agreement is ready to be printed you will receive a 'Your File is Ready' pop up message. Click **View Attachment**. Your telework agreement will open in a new tab and you can print.

Please Note: If you have previously completed a telework agreement, fields are pre-populated. Please update fields, as appropriate.

Click [here](#) for GSA Workforce Mobility and Telework Policy.
Click [here](#) for Remote Work Arrangement Policy.
Employees: Please refer to the HR Links training guide on how to create a Telework Agreement.

Arrangement Remote Work Acknowledgements Summary Submit

Section 1 – Certification of Successfully Completing Training

I understand I am required to complete mandatory telework training.*

☒



5. Scroll lower in the Arrangement tab to Section 2.

Section 2 – Telework Arrangement

6. Your **“Position Telework Eligibility”** is predetermined and already populated.
7. To confirm you wish to telework, under the statement **“I choose to telework”** select **“Yes”** from the drop-down menu.
8. Read the statement labeled **NOTE** about being required to Telework in emergency situations.
9. Then under the note, select the toggle button to display a checkmark affirming **“I confirm my understanding of the above statement.”**
10. Under the statement **“Do you report to a GSA/federal facility at least twice a pay period?”** select **“No”** from the drop-down menu.

Section 2 – Telework Arrangement

Your Position Telework Eligibility

☒ Yes

Note: If the position telework eligibility is incorrect, please proceed with submitting the telework agreement and your supervisor will correct.

I choose to telework.*

NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including those who select "I decline to telework" in the item above - are considered to be telework-ready and required to telework (or take leave or other time off, or reschedule their alternative work schedule) in certain emergency situations, pursuant to GSA Workforce Mobility and Telework Policy.

I confirm my understanding of the above statement.*

☒

Do you report to a GSA/federal facility at least twice a pay period?*

Note: If you answer ‘No’ to **“Do you report to a GSA/federal facility at least twice a pay period,”** you will continue to complete the Remote Work Agreement. If you answer ‘Yes’, you must instead complete a Routine Telework Agreement or a Situational Telework Agreement. The system will display additional fields allowing you to choose between Routine or Situational Telework.



11. To continue completing the Remote Work Agreement, under the statement “**The employee agrees to participate in one of the following telework types**” select the **Remote Work** block and ensure it is highlighted.

The employee agrees to participate in one of the following telework types.*

| | | |
|------------------------|----------------------|--------------------------|
| REMOTE WORK | ROUTINE TELEWORK | SITUATIONAL TELEWORK |
|------------------------|----------------------|--------------------------|

- Routine telework - telework performed as part of a previously approved, ongoing, and regular schedule.
- Situational telework - telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework to accommodate scheduling issues such as appointments or special work assignments away from the office. Situational telework is sometimes also referred to as episodic, intermittent, or ad-hoc telework.
- Remote Work - telework performed on a full-time basis by an employee who does not report to the agency worksite at least two times a pay period on a regular and recurring basis (e.g., employee works from home full-time). A remote worker's official worksite/duty station is an appropriate alternative worksite, often the employee's residence.

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12. Select the **Next** button to continue. The “**Remote Work**” tab will display.

13. Under the statement, “**I certify that I am not receiving transit benefits as a remote work employee.**” Select the toggle button to display a checkmark indicating you don’t receive transit benefits.

Arrangement **Remote Work** Acknowledgements Summary Submit

Remote Work

I certify that I am not receiving transit benefits as a remote work employee.*

☒

Note: Remote workers are not eligible to receive transit benefits.

14. A remote worker's **Official Worksite/Duty Station** is an alternative worksite, often the employee's residence. Notice the prefilled field indicating your Official Worksite/Duty Station city and state.

15. Under the question, “**Is your home located in the city and state above?**” select **Yes** or **No** from the drop-down menu.
- If the answer is **Yes**, continue with submitting the agreement.
 - If the answer is **No**, contact your servicing HR Office about the difference, and continue with submitting the agreement.



16. Enter your **home address** in the field provided.

Official Worksite/Duty Station City and State

WASHINGTON DC

Is your home located in the city and state above?*

No ▾

! If no, please contact your servicing HR Office and continue with submitting the agreement.

Enter your home address. *

1234 express lane, Oakton, VA, 20230

! **NOTE:** Include full address: street, city, state, and zip code.

Is this a Long or Short-Term Arrangement? *

Long-Term Arrangement ▾

! **Short-Term Arrangement:** more than 120 days but less than a year.
Long-Term Arrangement: more than a year.

17. From the drop-down menu under the question, “**Is this a Long or Short-Term Arrangement?**”, select the applicable option.

- a. Only if you choose **Short-Term Arrangement**, then select the calendar icon to enter the Short-Term Arrangement **End Date**.

18. From the drop-down menu under “**Are you requesting to relocate outside of your current locality pay area?**” select the applicable option.

- a. Only if you select **Yes** will you need to complete the *GSA Remote Work Arrangement Analysis Tool* and use the calculations from that tool to complete Section 3 later in this form. The Document
- b. If you select **No** indicating you are **not** relocating outside of your locality pay area, then you do **not** need to complete the Telework Arrangement Analysis tool.



19. Next, if the Agency worksite is not pre-populated, enter your “**Agency Worksite**” address.

Are you requesting to relocate outside of your current locality pay area?

No ▾

Agency Worksite*

1800 F Street, NW, Washington DC 20405

ⓘ **Agency Worksite:** The regular worksite for the employee's position of record; the physical address or place where the employee would work if not teleworking. The agency worksite is generally considered a centralized location of an employee's assigned organization.

Official worksite/duty station is within the commuting area of agency worksite.*

No ▾

ⓘ Note: As a general rule, the commuting area is within a 50 mile radius of the employee's duty station.

RETURN TO SEARCH PREVIOUS SAVE FOR LATER **NEXT**

20. From the drop-down menu under “**Official worksite/duty station is within the commuting area of agency worksite**” select the applicable option.

21. Select the **Next** button to continue.

22. Only if you are requesting to relocate outside of your current locality pay area, the “**Documentation**” tab will display Section 3 and a link to the *GSA Remote Work Arrangement Analysis Tool* which you are required to complete.

23. Otherwise, the “**Acknowledgements**” tab will be displayed.

24. Read the statement about being required to report to the Agency worksite during a planned telework day.

25. Under the statement, select the toggle button to display a checkmark affirming “**I acknowledge the above statement.**”

26. Next enter the hours of advanced notice you and your supervisor agree on that you’ll need to report to the Agency worksite during a planned telework day.

| Arrangement | Remote Work | Acknowledgements | Summary | Submit |
|--|-------------|------------------|---------|--------|
| <h3>Reporting to Agency Worksite</h3> <p>I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.</p> <p>I acknowledge the above statement.*</p> <div><input checked="" type="checkbox"/></div> <p>My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice will be given.</p> <p>Enter hours of advanced notice to report on planned telework day.</p> <div><div>48</div><div></div></div> <p>NOTE: pursuant to GSA Telework and Remote Work Policy, if this field is not completed, a 2 hour time period of advance notice is included in the agreement by default.</p> | | | | |

27. Next, read the **Privacy Act Statement**.

28. Below the statement, toggle the button to the right to show a check under the statement, “**I certify the above Privacy Act Statement.***”

| |
|--|
| <h3>Privacy Act Statement</h3> <p>I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework agreements pursuant to HCO 6040.1A and Public Law 106-346, § 359 of Oct. 23, 2000. The information is used to document position telework eligibility and facilitate implementation of individual telework arrangements. The information may be disclosed: to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; to the Office of Personnel Management or the Government Accountability Office for evaluation of the program; to a Member of Congress or staff in response to a request for assistance by the employee of record; to another Federal agency or to a court under judicial proceedings; and to an expert, consultant, or contractor of GSA when needed to further the implementation and operation of this program. Furnishing the information on this agreement is voluntary.</p> <p>I certify the above Privacy Act Statement.*</p> <div><input checked="" type="checkbox"/></div> |
|--|



29. In the **Agency Policies** section, read each policy statement and underneath each, toggle the button to the right to show a checkmark indicating, **“I certify the above statement.”**

Agency Policies

I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether I am working at an Agency worksite or from an appropriate alternative worksite such as my home. Specifically:

- Technology and devices which permit me to work from a remote location such as my home (including laptop computers, email, smartphones, and remote computing programs) are for use for Agency business only during my authorized duty hours. Agency policies permitting reasonable personal use of Agency equipment and information technology systems apply when I am teleworking.
- Agency policy requires that I obtain my supervisor's approval in writing before I work overtime. This requirement applies when I am teleworking. I am not permitted to work overtime unless it is authorized and approved in advance by my supervisor.

I certify the above statement.*
☒

I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready employees may or may not be emergency employees.

I certify the above statement.*
☒

I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.

I certify the above statement.*
☒

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30. Select the **Next** button to continue; the **Summary** tab will display.

31. Review the information in the **Summary** tab.

Summary

Arrangement

| Question | Selection |
|---|---|
| I understand I am required to complete mandatory telework training. | <input checked="" type="checkbox"/> Yes |
| I choose to telework. | <input checked="" type="checkbox"/> Yes |
| NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including th... More Info | <input checked="" type="checkbox"/> Yes |
| Do you report to a GSA/federal facility at least twice a pay period? | <input checked="" type="checkbox"/> No |
| The employee agrees to participate in one of the following telework types. | Remote Work |

Remote Work

| Question | Selection |
|---|---|
| I certify that I am not receiving transit benefits as a remote work employee. | <input checked="" type="checkbox"/> Yes |

| | |
|---|---|
| I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day. | <input checked="" type="checkbox"/> Yes |
| My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice... More Info | 48 |
| I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework ... More Info | <input checked="" type="checkbox"/> Yes |
| I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... More Info | <input checked="" type="checkbox"/> Yes |
| I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info | <input checked="" type="checkbox"/> Yes |
| I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures. | <input checked="" type="checkbox"/> Yes |

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[PREVIOUS](#)
[NEXT](#)

32. Select the **Next** button to continue; the **Submit** tab will display.

33. Read the **Employee Certification** statements.

34. Under **Employee Telework Certification**, toggle the button to the right to show a checkmark indicating you certify that you've read and understand all the policies, provisions, guidelines, and rules governing GSA's Telework Program.

| | | | | |
|-------------|-------------|------------------|---------|---------------|
| Arrangement | Remote Work | Acknowledgements | Summary | Submit |
|-------------|-------------|------------------|---------|---------------|

Employee Certification

By submitting this telework agreement, I certify that I have read and understand the GSA Workforce Mobility and Telework Policy and this Telework agreement, and will work in accordance with all provisions of this telework agreement and Agency policy, including:

- Ensuring that my appropriate alternative worksite is safe, secure, and suitable for teleworking activities;
- Providing at no cost to GSA internet access to access resources;
- Securing and safeguarding GSA furnished equipment;
- Working at a satisfactory level to meet my performance and development objectives;
- Meeting my personal, organizational, and work team requirements;
- Adhering to appropriate requirements outlined in GSA Dismissal and Closure Procedures; and
- Documenting my participation in telework in accordance with established timekeeping procedures.

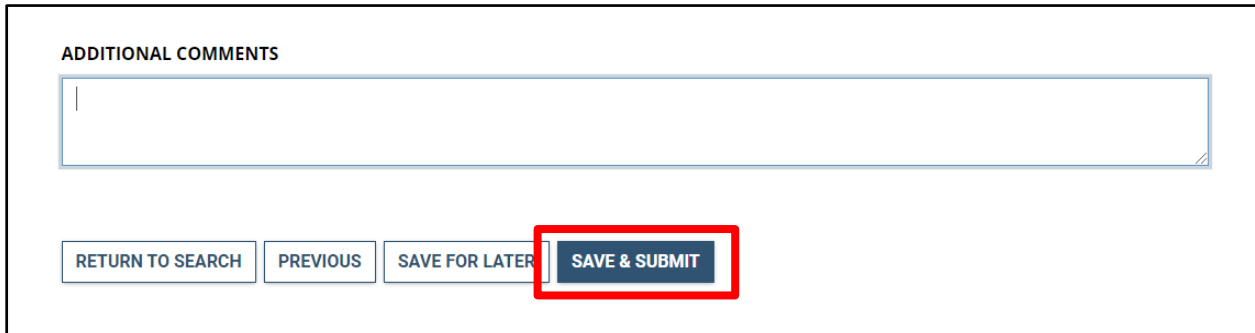
This telework agreement is subject to all agency guidelines, rules and policies. I understand that this telework agreement may be used or reviewed by management and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

I understand I am responsible for submitting a new remote work agreement if I relocate outside of my current locality pay area and failure to do so may impact my pay.

Employee Telework Certification*
☒

35. If needed, enter comments in the **Additional Comments** box.

36. Select the **Save & Submit** button.

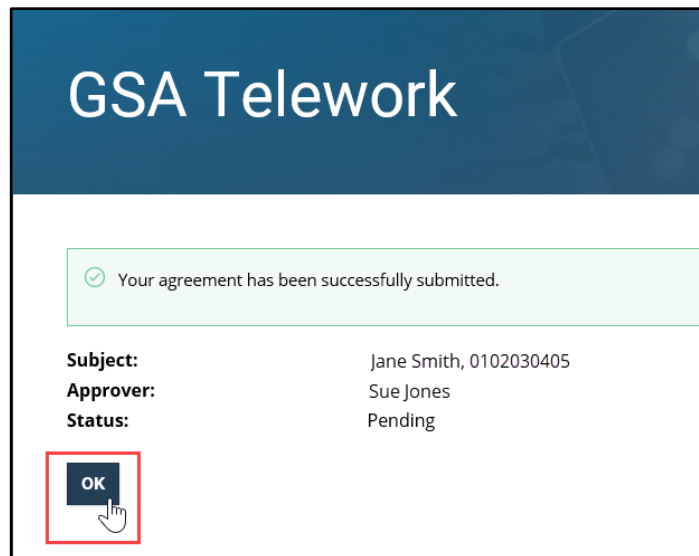


ADDITIONAL COMMENTS

[Empty text box for additional comments]

RETURN TO SEARCH PREVIOUS SAVE FOR LATER **SAVE & SUBMIT**

37. A confirmation message will appear, stating, "Your agreement has been successfully submitted." Select the **OK** button.



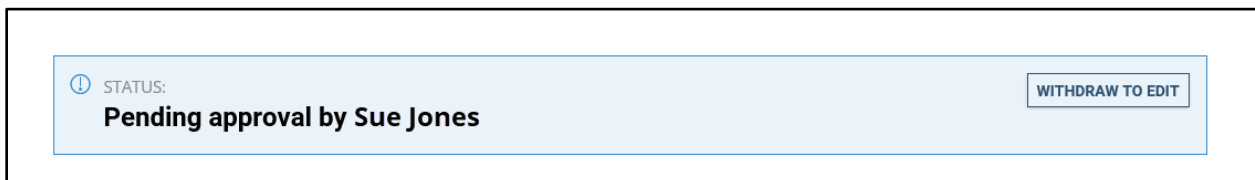
GSA Telework

✓ Your agreement has been successfully submitted.

Subject: Jane Smith, 0102030405
Approver: Sue Jones
Status: Pending

OK

38. A status banner will appear at the top of the page with the name of the approver (for example: *Pending approval by Sue Jones*).



ⓘ STATUS: **Pending approval by Sue Jones** **WITHDRAW TO EDIT**



39. Scroll down to see the final summary tab.

40. To download a PDF version of your agreement, select the **Print Agreement** button.

| Question | Selection |
|--|-----------|
| I understand I am required to complete mandatory telework training. | ✓ Yes |
| I choose to telework. | ✓ Yes |
| NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT | |

41. Scroll down further to see a comprehensive summary of all the questions and responses.

42. At the bottom of the screen, select the **Return to Search** button to return to the GSA Telework homepage, where a Telework Agreement banner will be displayed indicating a status of pending approval.

otherwise planned telework day, (fill in below) hours of advance notice... [More Info](#)

| | |
|---|-------|
| I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework ... More Info | ✓ Yes |
| I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... More Info | ✓ Yes |
| I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info | ✓ Yes |
| I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures. | ✓ Yes |

Additional Comments

RETURN TO SEARCH

End